



PARKS AND RECREATION DEPARTMENT MS:ORSPK
OLD REDMOND SCHOOLHOUSE COMMUNITY CENTER
16600 N.E. 80TH ST.
P.O. Box 97910
REDMOND, WA 98073-9710

OLD REDMOND SCHOOLHOUSE COMMUNITY CENTER



Rental Guide

CITY OF REDMOND
PARKS AND RECREATION DEPARTMENT
425-556-2300
WWW.REDMOND.GOV

Welcome TO THE OLD REDMOND SCHOOLHOUSE COMMUNITY CENTER

Rich in history, Old Redmond Schoolhouse Community Center (ORSCC) offers a unique old world charm to any event. Constructed of brick in 1922 as a school for grades 1 through 12, the ORSCC has served Redmond's education and community needs for well over 80 years. During its first half century, the school was the gathering place for holiday programs, dances, theatrical productions, annual carnivals, and special events.

The Tradition Continues

Today, the ORSCC maintains its tradition of serving the community, offering the Eastside a unique and informal atmosphere for any event. Choose from our large, open auditorium that can accommodate over 300 guests, or from our meeting rooms that accommodate 50 guests. The ORSCC is conveniently located near shops and restaurants in the heart of Redmond with easy access to SR520 and just 20 miles east of downtown Seattle.

No matter what kind of gathering, wedding, corporate, or social event you're planning, it's our pleasure to share this unique location to help make it a memorable and successful occasion. Please contact us as you consider your next special event.



Rental Facilities

Robert Cotterill Auditorium

Capacity: 350 people theater style, 200 people banquet style. Groups over 100 are subject to an extra staffing fee.

Availability: Year round.

Amenities: Kitchen w/ sinks, warming stove/ double ovens, microwave and refrigerator/freezer.



Gym

Capacity: Full sized basketball court.

Availability: Limited rental possibilities due to existing programming.

Amenities: N/A

Meeting Rooms

Capacity: 50 people

Availability: Year round.

Amenities: Sink w/ faucet in each room



Equipment: Tables, chairs, and coffee pots are included.

Audio/visual equipment is available for a fee. Please see staff for complete equipment information.

Reservation Information

Redmond residents (R) can submit a Rental Application up to 9 months in advance, Non-Residents (NR) up to 6 months in advance.

Resident (R) or Non-Resident (NR)

Resident (R)=An individual or organization that lives/works located within the Redmond city limits.

Non-Resident (NR)=An individual or organization that lives/works located outside the Redmond city limits.

Rental Fees

Room Hourly Rate

Cotterill Auditorium (3-hour minimum)	R\$85/NR\$102
Auditorium & Kitchen (3-hour minimum) ...	R\$105/NR\$127
Kitchen (3-hour minimum)	R\$40/NR\$48
Gym (2-hour minimum)	R\$85/NR\$102
Meeting Rooms (2-hour minimum).....	R\$30/NR\$36
Processing Fee (per application)	\$10

Rates are subject to change.

Rental Deposit

Auditorium and Gym	\$200
Meeting Rooms (per room) and Kitchen	\$100

Payment

All fees must be paid in full when a reservation is approved and confirmed. For on-going monthly rentals, deposit, processing fee, and two months rental must be paid at the time of reservation. A Mastercard/Visa is required for deposit.

Rental Hours (Times are subject to change)

Monday–Friday: 8:00 a.m.—10 p.m.

Saturday and Sunday: by arrangement

Rental requests outside regular operating hours are approved on a case-by-case basis. All rental requests must be received 10 days prior to the event.

Cancellations/Refunds

6 Months or More Notice

\$150 or 25% withheld, whichever is less

1–6 Months Notice

50% refunded

Less Than 1 Month Notice

No refund

Special Requests

On-Going Rental: To arrange for an on-going rental for up to 12 months, the deposit and two month's rental fees are due at the time of application. After that, payment must be made one month prior to the next month (i.e. by February 15 for a March 15 meeting). The deposit is held until after the final meeting date.

Special events or activities: Exclusive building rental and/or special events require special arrangements and advanced notice. Certificate of insurance may be required.

Restrictions

This is a non-smoking facility. Smoking is limited to a designated outdoor area away from doorways. No alcoholic beverages. Amplified music and enclosed candles are subject to written approval prior to reservation and may require Certificate of Insurance.

Please Note...Set up and clean up is the responsibility of each rental group; custodial service is **not** provided and such time must be included in the rental agreement.

Audio-Visual System

Thanks to a generous donation from Microsoft®, the new audio-visual system is available for any presentation or event.

The system includes an LCD projector, cordless and hand-held microphones, DVD/CD player, cassette player, and VHS player. All may be used in the auditorium or adapted for one of two meeting rooms. In addition, the auditorium and meeting rooms have new large-sized screens great for any presentation.

AV Package Descriptions

Package A: \$10 (Patch Fee)

Auditorium Only!

Damage Deposit: Included in room rental damage deposit.

Description: Customer uses their own microphones/other equipment (e.g. CD player, mp3 player, etc.) to plug into the auditorium speaker system (vocal PA only).

Package B: \$40 (Basic AV)

Auditorium Only!

Damage Deposit: Included in room damage deposit.

Description: City of Redmond will provide one microphone and the customer will use the auditorium speaker system (vocal PA only).

Package C: \$100 (Full AV Package)

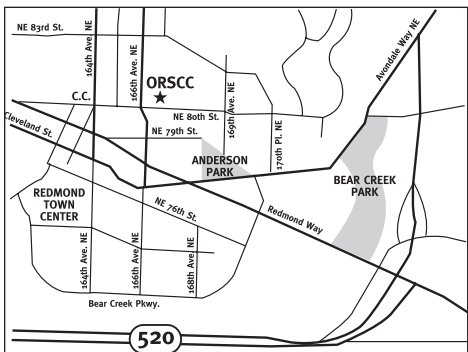
Auditorium and Rooms 104 and 105 only!

Damage Deposit: \$200 plus room damage deposit

Description: AV cabinet (Choices: cordless and hand-held microphones, LCD projector, speakers, DVD/CD, VHS, cassette player. Vocal PA only.)

Driving Directions

From eastbound SR520, stay in the right lane and take the Redmond Way Exit. Turn left onto Redmond Way. Turn right on 166 Ave NE, then right into parking lot just after NE 80 Street intersection. Street parking also along NE 80th.



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